Wildfire Preparedness Plan

_____ County Fire Department #: (_ _ _) _ _ _-_ _ _ _

Offsite Storage Address: _____

AQI threshold: _____

The institution will implement wildfire preparedness measures focused on smoke mitigation, environmental control resilience, and emergency response coordination. This includes upgrading HVAC filtration systems, sealing building vulnerabilities, and establishing protocols for rapid response during wildfire alerts.

Environmental Monitoring and Control

- ☐ Maintain or purchase HEPA or MERV-rated filtration systems appropriate for building size and HVAC capacity
- ☐ Replace HVAC filters more frequently during wildfire season or smoke events
- ☐ Review indoor air quality data after smoke events to assess system performance
- ☐ Inspect and seal gaps in doors and windows before wildfire season
- ☐ Maintain or purchase weather stripping and door sweeps to reduce smoke infiltration
- ☐ Maintain or purchase plastic sheeting, tape, and temporary seals for rapid building closure during smoke events
- ☐ Close exterior doors and windows during smoke events and limit building access when possible

Collection Risk Management

- ☐ Pre-identify offsite storage or emergency relocation partners
- ☐ Maintain offsite or cloud-based backups of critical records and digital assets

Emergency Response Procedures

- ☐ Contact lists and signage
  - ☐ Post clear emergency contact signage throughout the facility, including internal roles and external emergency numbers
  - ☐ Assign clear staff roles for wildfire response
  - ☐ Maintain an emergency communication tree for staff notifications during wildfire events
  - ☐ Review and update contact lists for external partners annually or after staffing changes
- ☐ Maintain and regularly update evacuation and shelter-in-place procedures

- [ ] Conduct staff training on wildfire smoke response and indoor air safety
- [ ] Establish operational thresholds based on air quality conditions
- [ ] Establish and maintain a working relationship with local fire department and emergency responders
    - [ ] Invite fire department personnel for site tours to familiarize them with building layout and collection priorities
    - [ ] Identify and communicate locations of highest-value or most vulnerable collections to emergency responders
    - [ ] Provide emergency responders with building access information and critical infrastructure maps when appropriate

Smoke-Affected Materials

Follow guidance in: https://cool.culturalheritage.org/byauth/trinkley/wildfire.html

Supply	**Purpose**
N95/P100 masks	Protection from smoke
HEPA air purifiers	Remove particulates
Plastic sheeting	Seal against smoke infiltration
Fire extinguishers	Immediate suppression
Emergency signage	Evacuation